



METROPOLITAN
TRANSPORTATION
COMMISSION

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Agenda Item 2e

Memorandum

TO: Administration Committee

DATE: July 2, 2014

FR: Deputy Executive Director, Operations

W.I. 1611

RE: Contract Amendment– SharePoint Enterprise Content Management System Development:
ShareSquared, Inc. (\$350,000)

This memorandum requests the Committee's approval to enter into a contract amendment in an amount not to exceed of \$350,000 with ShareSquared, Inc. (ShareSquared), to continue development of an enterprise content management (ECM) system in FY 2014-15 to include document and records management, project and work team on-line collaboration tools, and improved work flow processes to begin to reduce paper-based, manual methods.

Background

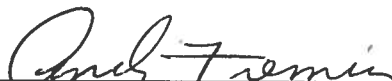
In November 2013, this committee approved the ShareSquared contract procured through a cooperative use agreement allowing MTC to "piggyback" on a competitive procurement issued by the City of Richland, Washington, for the initial phase of the project through June 30, 2014, with the option to extend for two additional full fiscal years. We have now completed the first phase, which was focused on system planning, software acquisition, configuration, and testing. We are ready to proceed to the next implementation phase, which will extend the contract through June 30, 2015.

Scope of Work

In Phase 2, ShareSquared will help MTC implement the Microsoft Office 365/SharePoint On-Line platform to all staff in a staged approach. Based on feedback from the pilot project teams, web site templates will be refined so that staff throughout the agency can develop all new standard Microsoft Office documents within SharePoint. This will allow on-line collaboration among authors and reviewers, access from anywhere, automated version control, and greatly improved document search capability. Files on the shared network drives will be gradually migrated to SharePoint following the strategy developed in that was Phase 1. Later in Phase 2, ShareSquared will assist in deploying a records management component that will begin to automate compliance with MTC's records management policy, EDMM 322.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designated representative to negotiate and enter into a contract amendment with ShareSquared, in an amount not to exceed \$350,000 for FY 2014-15, to continue development of the agency's ECM system.



Andrew B. Premier

REQUEST FOR COMMITTEE APPROVAL
Summary of Consultant Contract Amendment

Work Item No.:	1161
Consultant:	ShareSquared, Inc., Montrose, CA
Purpose of Project:	Improve staff collaboration tools, reduce manual processes, and enhance document and records management.
Brief Scope of Work:	Continue to refine, implement and support a SharePoint-based ECM that delivers capabilities for staff to (1) collaborate on shared project web sites, (2) use electronic forms and workflows, (3) use document management features (e.g., version control), (4) migrate away from storing documents on unmanaged shared file servers, and (5) begin to develop automated records management processes.
Project Cost Not to Exceed:	\$350,000 this amendment Previously approved amount = \$225,000 Total approved contract amount based on this action = \$575,000
Funding Source:	General Fund
Fiscal Impact:	\$350,000 is included in the FY 2014-15 agency budget.
Motion by Committee:	That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with ShareSquared, Inc., to continue development of the enterprise content management system in FY 2014-15 as described above and in the Deputy Executive Director's Memorandum dated July 2, 2014, and that the Chief Financial Officer is authorized to set aside funds (\$350,000) from the FY 2014-15 Agency Budget for this purpose.
Admin. Committee:	<hr/> Adrienne J. Tissier, Chair
Approved:	Date: July 9, 2014